

# MANAGEMENT ANALYSIS AND REVIEW

The management review and analysis of Agency programs to determine their progress, accomplishments, and deficiencies; development and initiation of changes in the manner or method of planning, directing, controlling, or performing work; simplifying work methods including work programming and manpower utilization; work measurement; and work standards.

Also see GRS 14, Items 11 (IRM records) and 14 (OMB Circular A-123, Management Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act)

**EXCEPT:** Review and analysis to develop, change, or modify paperwork systems, including automated systems. See PDM.

**EXCEPT:** MPI in plant Reviews. SEE PIV 7.

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## *DISPOSAL AUTHORITY NC1-310-77-2*

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### **\* Retention Period \***

#### **MAR MANAGEMENT ANALYSIS AND REVIEW**

General material too broad in scope to be filed in one of the subject categories listed below.

**(item 179a)**

**Originating office:**

Destroy when 3 years old.

**(item 179b)**

**All other offices:**

Destroy when 2 years old.

#### **MAR 1 POLICY**

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

**(item 180a)**

**Originating office:**

Retire to Federal  
Records Center (FRC)  
when 10 years old.  
Destroy when 20 years  
old.

**EXCEPT:** Published instructions or directives which are filed in binders according to established Agency custom.

**(item 180b)**

**All other offices:**

Destroy when superseded  
or obsolete.

**\* Retention Period \***

**MAR 2 REPORTS AND STATISTICS**

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

**EXCEPT:** Final project reports which should be filed under MAR 6.

**a.** Record copy of substantive reports, such as annual summaries, and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

**b.** Agency copy of above reports.

**c.** All other reports.

**(item 181a)**

**Originating office:**

Retire to FRC when 10 years old. Destroy when 15 years old.

**(item 181b)**

**All other offices:**

Destroy when no longer needed for reference but no later than 3 years.

**(item 182a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 182b)**

**All other offices:**

Destroy when 2 years old.

**(item 183a)**

**Originating office:**

Destroy when 2 years old.

**(item 183b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**MAR 2-1 Activity Reports**

Summaries of specific action or work performed by program or administrative personnel.

(item 3033a)

**Originating office:**

Destroy when 2 years old.

**+[(Disp. Auth. GRS-23-1)]+**

(item 3033b)

**All other offices:**

N/A

**MAR 3 COMMITTEES, MEETINGS**

Committees and meetings relating to management functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span of folder.

(item 185a)

**Originating office:**

Destroy when 2 years old.

**+[(Disp. Auth. GRS-16-8-a)]+**

(item 185b)

**All other offices:**

Destroy when 2 years old.

**+[(Disp. Auth. GRS-16-8-a)]+**

(item 186a)

**Originating office:**

PERMANENT. Retire

to FRC when 10 years

old. Transfer to

National Archives and

Records Administration

(NARA) when 15 years old.

(item 186b)

**All other offices:**

Destroy when 2 years old.

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of MAR, such as advisory organizations, and interagency committees. Includes committees chaired by MAR representatives or records maintained by MAR representatives on committees of assignments. EXAMPLE: MAR 3 COMMITTEES (MPI Review Planning FY 77).

**EXCEPT:** Meetings or committees not relating to MAR which should be filed under the specific program or administrative category.

**\* Retention Period \***

**MAR 3-1 Arrangements**

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.

**(item 187a)**

**Originating office:**

Destroy when 1 year old.

**(item 187b)**

**All other offices:**

Destroy when 1 year old.

**MAR 4 ANALYSIS AND REVIEW**

General material dealing with the review and analysis of progress and/or deficiencies of Agency administration or program.

**(item 188a)**

**Originating office:**

Destroy when 3 years old.

**(item 188b)**

**All other offices:**

Destroy when 3 years old.

Case file administrative or program consultative, and analytical services, by program, State, or office depending upon subject, scope, and/or purpose of review. Includes final report and all supporting material such as documents reflecting actual performance, progress, accomplishments, deficiencies, and problems in relation to administrative or program goals. Includes any Government Accounting Office (GAO), Office of Inspector General (OIG), Office of the Administrator (OA), and Office of General Counsel (OGC) reports dealing with performance of the Agency administration or programs.

**(item 189a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**(item 189b)**

**All other offices:**

Destroy upon receipt of next review or when 5 years old, whichever occurs first.

**a.** Agency reviews consisting of reviews of program operations.

**\* Retention Period \***

**MAR 4** (*continued*)

**b.** Other reviews.

**EXCEPT:** Files involving APHIS employees. See PER.

**(item 190a)**

**Reviewing office:**

Destroy after second subsequent review or when 10 years old, whichever occurs first.

**(item 190b)**

**All other offices:**

Destroy upon receipt of next review or when 5 years old, whichever occurs first.

**MAR 4-1 Audits and Investigations**

General material dealing with the review and analysis of administrative and Agency programs by GAO, OIG, OA, OGC, and others.

**(item 191a)**

**Originating office:**

Destroy when 3 years old.

**(item 191b)**

**All other offices:**

Destroy when 3 years old.

Case file GAO, OIG, OA, OGC, etc., audits and investigations by name (and location, if needed).

**(item 192a)**

**Action Addressee:**

Destroy 5 years after case is closed or final action taken.

**EXCEPT:** Audits and investigations made part of a case file. See PIV, MAR 4, or MAR 5, as appropriate.

**(item 192b)**

**All other offices:**

Destroy 2 years after case is closed or final action taken.

**EXCEPT:** Files involving APHIS employees. See PER.

**\* Retention Period \***

**MAR 5 MANAGEMENT IMPROVEMENT**

General material relating to reviews or studies which may result in the initiation of changes in the manner or method of planning, directing, controlling, or performing work which results in increased effectiveness, efficiency, and economy.

(item 193a)

**Originating office:**

Destroy when 3 years old.

(item 193b)

**All other offices:**

Destroy when 2 years old.

Case file reviews or studies by program and/or by location where review or study was performed.

(item 194a)

**Reviewing office:**

Destroy 5 years after all action has been taken or upon receipt of second subsequent report, whichever is earlier.

(item 194b)

**All other offices:**

Destroy upon receipt of next report or when 2 years old, whichever occurs first.

**MAR 6 PROJECTS**

General material on projects.

(item 195a)

**Originating office:**

Destroy when 3 years old.

(item 195b)

**All other offices:**

Destroy when 2 years old.

Reference material.

(item 196a)

**Originating office:**

Destroy when superseded or obsolete.

(item 196b)

**All other offices:**

Destroy when superseded or obsolete.

**\* Retention Period \***

**MAR 6** *(continued)*

Case file records and related correspondence on approved projects or task forces having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project as: MAR 6 PROJECT NO. 00 Task force - APHIS Reorganization FY 77.

All other projects.

**(item 197a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**(item 197b)**

**All other offices:**

Destroy when 2 years old.

**(item 198a)**

**Originating office:**

Destroy 5 years after completion of project.

Proposed projects.

**(item 198b)**

**All other offices:**

Destroy when 2 years old.

**(item 199a)**

**Originating office:**

Destroy when 5 years old, if no further action is taken.

**(item 199b)**

**All other offices:**

Destroy when 2 years old.

Work papers and draft report of project.

**(item 200a)**

**Originating office:**

Destroy 3 years after completion of project and final report.

**(item 200b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**MAR 7 WORK SIMPLIFICATION**

Material on work simplification including work programming, manpower utilization, and work measurement. Includes time and motion studies, established workload, assignment computations, and summary report.

**EXCEPT:** Work measurement studies incorporated into work standards. See MAR 7-3.

**(item 201a)**

**Originating office:**

Destroy when 4 years old.

**(item 201b)**

**All other offices:**

Destroy when 2 years old.

**MAR 7-2 Work Plans**

Work plans and accomplishments. Subdivide as necessary.

**EXCEPT:** Program work plans supporting budget submissions. See BUD 4.

**EXCEPT:** Program work plans relating to specific plant pests. See PLP 10.

**(item 203a)**

**Originating office:**

Destroy 4 years after work plan is completed or implemented or when 4 years old if no further action is taken.

**(item 203b)**

**All other offices:**

Destroy after work plan is completed or implemented or when 2 years old if no further action is taken.

**MAR 7-3 Work Standards**

General material on work standards.

**(item 204a)**

**Originating office:**

Destroy when 4 years old.

**(item 204b)**

**All other offices:**

Destroy when 4 years old.



**\* Retention Period \***

**MAR 7-3** *(continued)*

Case file work standards by subject or type of standard.

**a.** Approved work standards.

**(item 205a)**

**Originating office:**

Destroy 5 years after  
standard superseded or  
obsolete.

**(item 205b)**

**All other offices:**

Destroy when standard  
superseded or obsolete.

**b.** Proposed work standards.

**(item 206a)**

**Originating office:**

Destroy when 4 years old,  
if no further action is taken.

**(item 206b)**

**All other offices:**

Destroy when 4 years old.